

Change a User's Password

This feature is depended upon the configuration of your Admin account. If you are unable to complete this process, please email customerservice@safetec.net for assistance.

1. On the Admin Main Menu, click **User Management** under Configuration.



2. You can search for the user using the Display Name field.

Display Name

Active / Inactive Status

3. In the User Management list, click the **Edit** button next to the user's name that you would like to change the password for.

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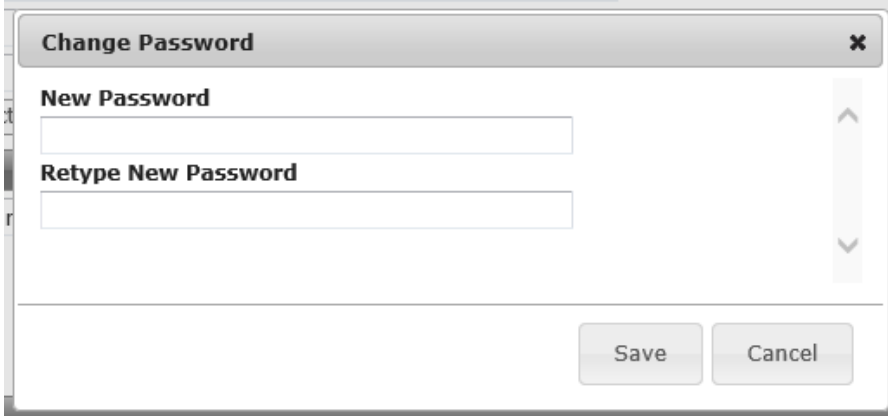
Edit	Display Name	First Name	Last Name	Email	Active
Edit	aaronv	SAFETEC	SAFETEC		<input checked="" type="checkbox"/>
Edit	austinb	SAFETEC	SAFETEC	austinb@safetec.net	<input checked="" type="checkbox"/>
Edit	bartonf	safetec	safetec	bartonf@safetec.net	<input checked="" type="checkbox"/>

4. A screen will open displaying all the user's account information. About half way down on that screen, click **Reset Password**.

Password Login

Login Name

5. A window will open, allowing you to change the user's password. Enter the new password twice before clicking **Save**.



Change Password ×

New Password

Retype New Password

Save Cancel

6. At the top of the page, a message will display confirming the password has been reset.

